

FCI Morgantown 2009



PURPOSE

This handbook contains most of the basic rules and regulations of the institution. Every inmate is expected to be familiar with this material and to use it as a guide for adjusting to the institution. New regulations may require changes in the content of this manual from time to time. As these changes occur, you will need to make the appropriate changes in your handbook.

FCI Morgantown is a tobacco product free institution. It is an all male minimum security facility for approximately 1300 inmates. The average sentence length is 60 months.

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INTAKE, CLASSIFICATION, AND THE UNIT TEAM

ORIENTATION: Upon commitment, the inmate will be initially assigned to the Admission and Orientation (A&O) Program. The inmate is immediately provided with a copy of the institution's rules and regulations, which include information on inmate rights and responsibilities.

While in A&O, you will learn about the programs, services, policies, and procedures regarding the facility. Also, you will hear lectures from the staff regarding their programs and departments. The inmate is given a case management and medical screening at the time of arrival and will also be screened by mental health staff.

ORIENTATION CLASS RULES AND PROCEDURES: The following is an outline of procedures to follow during A&O sessions. You must become familiar with these procedures prior to reporting to your first A&O appointment. Failure to comply with these procedures will result in disciplinary action.

You must be properly dressed in appropriate attire for the work/program day.

You must wear safety steel-toed shoes.

You must wear institution issued clothing.

Shirts must be buttoned and completely tucked in.

Pants must be up around the waist, no sagging or baggy uniforms permitted.

No hats may be worn inside any building.

No recreation clothing will be worn to A&O.

You must always have your ID card displayed.

You may not talk during classroom sessions, except to ask questions after raising your hand and being acknowledged by the speaker.

TELEPHONE CALLS

Each housing unit is equipped with telephones so inmates can place calls to family members and friends. Family members and friends must be posted to your Trust Fund Limited Inmate Communications System's (TRULINCS) contact list. Inmates are prohibited from placing calls to or placing the telephone numbers of staff, contract employees, or volunteers on their telephone lists.

Telephone use is a privilege afforded to inmates who demonstrate a willingness to abide by the rules governing telephone use. Improper use of the telephone, including making multi-person telephone calls, third-party calls, call-forwarding, three-way calls or credit card calls can result in loss of the telephone privilege or restricted use of the telephone as disciplinary sanctions. All inmate telephone calls are subject to monitoring. Unmonitored legal calls may be arranged through unit staff in accordance with Bureau policy and local procedures. Inmates are only permitted to place telephone calls outside of their scheduled work hours, program activity time periods, and count times. Telephones are operational during non-programming and non-work hours. One telephone (Red Phone) in each housing unit is operational 24 hours a day for emergency use. Inmates are limited to 300 minutes of telephone calls each month. Inmates housed in the Special Housing Unit's Administrative Detention or Disciplinary Segregation are permitted to use the telephone in accordance with the provisions of Bureau policy and Morgantown Procedures governing Special Housing Unit operations.

TELEPHONES: It is expected that each inmate will conduct his calls in such a manner that will allow the equal use of the phones by all inmates. Telephones will not be used to conduct business. Payment for other calls, for which the inmate cannot pay through normal means, will be paid via his commissary account, payable to the U.S. Treasury. Institutional phones may not be used without permission from staff, typically Unit Team staff.

ATTORNEY PHONE CALLS: In order to make an unmonitored phone call between attorney and an inmate, the inmate must follow procedures as outlined in Policy.

TRUST FUND LIMITED INMATE COMMUNICATIONS SYSTEM

The Bureau Of Prisons (Bureau) Trust Fund Limited Inmate Communications Systems (TRULINCS) provides communication capabilities and other services beneficial to inmates. This program is intended to improve the ability of inmates to efficiently and economically maintain contact with persons in the community. The TRULINCS program provides an inmate with electronic communication system which does not jeopardize the safety, security, or orderly operation of the correctional facility, or the protection of the public. The service related features are designed to give inmates improved access to account information, sending funds, establishment and update of personal contacts, mailing labels, and print services. Inmates participating in this program do not have access to the Internet.

User Service Fees. Inmates will be charged \$.05 per minute in Program fees for using TRULINCS "Public Messaging" services. There will be no charge to check for new messages received since their previous session. Inmates will be required to purchase minutes of session time using TRULINCS. Inmates must purchase time in the following minute increments: 40, 100, 200, 300, and 600. The TRULINCS pilot program will not be available to inmates without funds to purchase the minimum increment of minutes.

Printing Fees. Inmates may elect to print their messages using the specially designated print stations. Inmates will be charged three minutes (\$.15) per each printed page. Multiple page messages will be printed front and back (duplexed) and count as two pages per sheet of paper. **Example:** A two page message will be printed front and back on one sheet of paper and cost six minutes (\$.30).

Free Services. Service fees will not apply to view personal account transactions, preparing and printing Form BP-199 for withdrawal of an inmate personal funds, looking at or updating a contact list, printing mailing address labels, referencing Law Library material via the Electronic Law Library (ELL), or staff messaging.

Hours of Operation. Ordinarily, the hours of operation will be 7:30 a.m. through 8:30 p.m. daily. This includes weekends and holidays. TRULINCS use shall not be permitted during scheduled working hours.

VISITING

An inmate desiring to have regular visits must submit a list of potential visitor names. Members of the immediate family consisting of mother, father, brother, sister, spouse, and children (must be listed in your Pre-Sentence investigation report) may be placed on the visiting list, absent any strong circumstances which preclude a person or persons from visiting. Other visitors may be included on the visiting list following an investigation by the Unit Team and providing there is adequate justification for the visit. Normally, persons who have befriended an inmate after his period of incarceration began will not be granted visits. Visitors who request to see an inmate, but who are not on the approved visitation list, will be denied.

Regular visiting times are Friday 5:00 P.M. to 9:00 P.M., Saturday and Sunday: 8:00 A.M. to 3:00 P.M., and Holidays 8:00 A.M. to 3:00 P.M. More information regarding the visiting policy is available in the unit and inmate library. Inmates and visitors are required to conduct themselves suitably at all times. Physical contact is inappropriate in the visiting area; however, one hug and one kiss at the start and end of visiting is permitted. Visitors are required to dress appropriately. Dress standards are explained in the Visiting Guidelines handout. Inmate clothing that is in compliance with institution policy is acceptable in the visiting area.

NOTICE: Inmates are not authorized to accept anything from or give anything to visitors. The following statement is an excerpt from the U.S. Department of Justice Regulations:

It is against the law to introduce, or attempt to introduce to this institution or its ground or take or attempt to take or send from this institution any article without the knowledge and consent of the Warden or his duly authorized representative. The use of cameras or other recording equipment without the written consent of the Warden is strictly prohibited. "Violations are subject to criminal prosecution and prison sentences up to ten years." (Section 1971, Title 18, U.S. Code).

IDENTIFICATION OF VISITORS: Photo Identification is required for adult visitors, age sixteen and older. This may include a State Driver's License or State I.D. Card, or two other forms of government identification with photograph, full names, and signatures affixed. Birth Certificates are not considered proper identification. Persons without proper identification will not be permitted to visit.

Visitors may be asked to submit to a search and may be checked with a metal detector and/or drug sensor. Visitors' purses, attorneys' briefcases, etc. may be subject to searches.

Visitors are permitted to bring money into the Visiting Room to purchase items from the vending machines. Also, a reasonable amount of diapers and other infant care items and sanitary napkins may be brought into the Visiting Room. No diaper bags, car seats or strollers are allowed in the Visiting Room. No food may be brought into the Visiting Room.

Inmates are not authorized to handle any currency or receive either coins or money for their Commissary account while in the Visiting Room. Money for commissary accounts should be sent through the mail, using a U.S. Postal Money Order to the National LockBox utilizing the following address:

Federal Bureau of Prisons

Insert Inmate Name

Insert Inmate Number

Post Office Box 474701

Des Moines, Iowa 50947-0001

(You can also send money through Western Union Quick Collect)

CONTACT WITH THE COMMUNITY AND PUBLIC

In most cases, inmates are permitted to correspond with the public, family members, and others without prior approval or the maintenance of a correspondence list. Outgoing mail boxes are located in front of the mail room for general correspondence only. Outgoing mail for inmates in minimum security level institutions, may be sealed in accordance with the Bureau's open correspondence privileges. The outgoing envelope must have the inmate's name, registration number and return address of this institution (including Federal Correctional Institution Morgantown) in the upper left hand corner. Inmates are responsible for placing the correct postage on letters. Inmates must assume responsibility for the contents of all of their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws and/or disciplinary action.

Inmates are prohibited from corresponding with staff, contract employees, and volunteers outside of FCI, Morgantown, West Virginia. Written communication with these individuals may be addressed through an Inmate Request to Staff Member or other correspondence delivered through the mail room or a staff member.

Inmates may be placed on restricted correspondence status based on misconduct or as a matter of classification. The inmate is notified of this placement and has the opportunity to appeal this decision.

There is no mail service on weekends and federal holidays.

INCOMING CORRESPONDENCE: First class mail is distributed Monday through Friday (except federal holidays) ordinarily by the Evening Watch Officer in each living unit. Newspapers and magazines will be delivered at this time. Legal and Special Mail will be delivered by the Mail Room and signed for by the inmate as soon as possible after it is received. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution. Inmates are asked to advise those writing to them to put the inmate's register number and unit on the envelope to aid the prompt delivery of mail.

All inmate packages received at the institution must have prior authorization.

INMATE CORRESPONDENCE WITH REPRESENTATIVE OF THE NEWS MEDIA: An inmate may write through Special Mail procedures to representatives of the news media.

The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in Bureau custody.

Representatives of the news media may initiate correspondence with an inmate. Correspondence from a representative of the news media will be opened, inspected for contraband, for qualification as media correspondence, and for content which is likely to promote either illegal activity or conduct contrary to regulations.

INCOMING PUBLICATIONS: The Bureau permits inmates to subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of a magazine or newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. An inmate may receive soft cover publications (paperback books, etc.) from any source. An inmate may receive hardcover publications only from a publisher, book club, or book store. Accumulation of publications will be limited up to 12 publications or 12 inches and must be neatly stored in the locker, due to sanitation, and for safety reasons. The Unit Manager may allow more space for legal publications upon request.

The Warden will reject a publication if it is determined to be detrimental to the security, good order or discipline of the institution, or if it might facilitate criminal activity. Publications which may be rejected by the Warden include, but are not limited to, publications which meet one of the following criteria:

It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.

It depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of Bureau of Prisons' institutions;

It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs;

It is written in code;

It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption;

It encourages or instructs in the commission of criminal activity;

It is sexually explicit material that by its nature or content poses a threat to the security, good order, or discipline of the institution.

SPECIAL MAIL: "Special Mail" is a category of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence to: President and Vice-President of the United States, U.S. Department of Justice (including Bureau of Prisons), U.S. Attorneys' Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy or Air Force, U.S. Court, U.S. Probation Officers, Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorneys General, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State Law Enforcement Officers, attorneys and representatives of the news media.

Special Mail also includes mail received from the following: Attorneys, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons), other Federal law enforcement officers, U.S. Attorneys, State Attorney's General, Prosecuting Attorneys, Governors, U.S. Courts and State Courts. These types of Special Mailings must have this marking: "Special Mail-Open in the presence of the inmate", or similar language to be processed as Special Mail. Mail received from the President or Vice-President of the United States, members of the U.S. Congress or the Judges Chambers are not required to have the Special Mail markings to be processed as Special Mail.

A mailroom staff member opens incoming Special Mail in the presence of the inmate. These items will be checked for physical contraband and for qualification as special mail; the correspondence will not be read or copied if the sender has accurately identified himself/herself on the envelope and the front of the envelope clearly indicates that the

correspondence is special mail only to be opened in the presence of the inmate. Without adequate identification as Special Mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

Inmates must deliver their own outgoing special mail directly to the hands of their assigned Correctional Counselor. In the event your Correctional Counselor is not available, you may deliver directly to the hands of your assigned Unit Manager. Staff receiving the special mail will verify the inmate delivering the mail is the same inmate reflected in the return address. Inmates may still seal their outgoing special mail before submitting directly to the staff member. However, outgoing special mail without an accurate return address will not be processed, but rather returned immediately to the inmate.

Outgoing special mail weighing 16 ounces or more must be processed as a package. This will require using a form BP-329, Request -Authorization to Mail Inmate Package.

All outgoing mail is subject to scanning by electronic means including, but not limited to, x-ray, metal detector, and ion spectrometry devices. Inspection of sealed outgoing special mail by these methods may occur outside the inmate's presence. Electronic scanning is for the sole purpose of identifying harmful materials, and cannot be used to read or review the content of outgoing special mail communication.

Any attempts to circumvent these procedures will be subject to disciplinary action. This will include placing your sealed outgoing special mail in a general mail drop-box.

CORRESPONDENCE BETWEEN CONFINED INMATES: An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family, or is party in a legal action (or witness) in which both parties are involved.

The Unit Manager at both institutions must grant approval prior to correspondence, if federal facilities. The Warden at both institutions must grant approval prior to correspondence, if a non-federal facility is involved.

REJECTION OF CORRESPONDENCE: The Warden/designee may reject correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, or discipline of the institution, to the protection of the public, or if it might facilitate criminal activity. Examples include:

Materials which cannot be mailed under law or postal regulations;

Information of escape plots, or plans to commit illegal activities, or to violate institution rules;

Direction of an inmate's business (Prohibited act 408). An inmate may not direct a business while confined.

This does not, however, prohibit correspondence necessary to enable an inmate to protect property or funds that were legitimately his at the time of this commitment. Thus, for example, an inmate may correspond about refinancing a mortgage for his home or sign insurance paper; however, the inmate may not operate (for example) a mortgage or insurance business while confined in the institution.

NOTIFICATION OF REJECTION: The Warden/designee will give written notice to the sender concerning the rejection of mail and the reasons for rejection. The sender of the rejected correspondence may appeal the rejection. The inmate will also be notified of the rejection of correspondence and the reasons for it. The inmate also has the right to appeal the rejection. Rejected correspondence ordinarily will be returned to the sender.

CHANGE OF ADDRESS/FORWARDING OF MAIL: The Records Office may provide inmates with change of address cards required by the U.S. Post Office. Upon request these cards are given to inmates who are being released or transferred, to notify correspondents of a change in address. Any general mail received after 30 days will be returned to sender.

CERTIFIED/REGISTERED MAIL: Inmates desiring to use certified, registered, or insured mail may do so, subject to handling methods established. An inmate may not be provided services such as express mail, private carrier services, COD, or stamp collecting while confined.

RELEASE

SENTENCE COMPUTATION: The Designation & Sentence Computation Center (DSCC) in Grand Prairie, TX, is responsible for the computation of inmate sentences. An inmate will be given a copy of his sentence computation as soon as it is prepared. Any questions about good time, jail time credit, parole eligibility, full term dates, release dates, or periods of supervision, should initially be addressed with the Records Office at this facility during open house hours.

FINES AND COSTS: In addition to jail time, the court may impose a Committed or non-committed fine and/or costs. Committed fine means that the inmate will stay in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 U.S.C. Section 3569 (Pauper's oath). Fines and/or Restitution may be imposed pursuant to the Sentencing Reform Act of 1984, and inmates are required to develop a financial plan to meet these obligations.

DETAINDER: Certified or verified copies of Warrants, Indictments or Information based on pending charges, over-lapping consecutive or unsatisfied sentences in federal, state, or military jurisdictions, will be accepted as a detainer. A detainer can have an effect on institutional programs. Therefore, it is very important that the inmate initiate efforts to resolve these cases.

Case Management staff will give assistance to offenders in their efforts to have a detainer or pending charges against them disposed of, either by having the charges dropped, by restoration to probation or parole status, or by arrangement for concurrent service of the state sentence. The degree to which the staff can assist in such matters as these will depend on individual circumstances.

Federal and State detainers may be quickly processed under the procedures of the "Interstate Agreement on Detainers." This agreement applies to all detainers based on untried pending charges which have been lodged against an inmate by a "member" state, including the U.S. Government, regardless of when the detainer was lodged. For an inmate to use this procedure, the warrant must be lodged with the institution. If no detainer is actually lodged at the institution, but the inmate knows of pending charges, it is important for the inmate to contact the court and district attorney because, in some states, the detainer notice may start the time running for a Speedy Trial Act agreement. This process may not be used to return an inmate for purposes of Probation or Parole sentences.

COMMUTATION OF SENTENCE: This is the form of executive clemency power used to provide post-conviction relief to inmates during their incarceration. This clemency power is authorized by the Constitution for the Chief Executive Officer, who is the President of the United States for federal offenses. Commutation of sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. Inmates applying for commutation of sentence must do so on forms that are available from the assigned unit team. The rules governing these petitions are available in the Law Library.

EXECUTIVE CLEMENCY: The Bureau advises all inmates that the President of the United States is authorized under the Constitution to grant executive clemency by pardon, commutation of sentence, or reprieve. A pardon is an executive act of grace that is a symbol of forgiveness. It does not connote innocence nor does it expunge the record of conviction. A pardon can be in "full or partial" depending on whether it absolves a person formal or a portion of the crime. A pardon may have conditions imposed upon it or it can be "absolute", which is without conditions of any kind. A pardon restores basic civil rights and facilitates the restoration of professional and other licenses that may have been lost by reason of the conviction. Other forms of executive clemency include commutation of sentence (a reduction of sentence imposed after a conviction), and reprieve the suspension of execution of a sentence for a period of time. Inmates should contact their assigned Case Manager for additional information regarding this program.

A pardon may not be applied for more than five years from the date of release from confinement. In some cases involving crimes of a serious nature, such as violation of Narcotics Laws, Gun Control laws, Income Tax Laws, perjury, and violation of public trust involving personal dishonesty, fraud involving substantial sums of money, violations involving organized crime, or crimes of a serious nature. A waiting period of seven years is usually required.

FOOD SERVICE

Inmates are provided nutritious, appealing meals. Self-service meal operations for general population inmates include features such as mainline items, heart healthy selections, no-flesh selections, salad bar, and hot bar.

The Alternative Diet Program is offered to those requiring a religious diet. This diet caters to all approved religions within the Bureau of Prisons. Inmates who need additional information regarding this program need to contact the Chaplain. Inmates housed in special housing units and hospital facilities also receive a balanced, nutritious diet. Except for any approved special diets, inmates in these units receive the same diet as inmates in the general population, although portion control and manner of service may vary.

MEALS: Once an inmate is cleared to enter the Institution's general population, meals are served in the inmate dining hall. A menu is posted in each unit and at the dining hall. Reading materials, radios, headphones, wearing of hats, sleeveless shirts, and shower shoes are not permitted in the dining area. All shirts must be tucked in and buttoned. Casual clothing may be worn to the dining hall after 4:00 P.M. on weekdays and anytime during weekends and holidays. The official inmate uniform must be worn to the dining hall Monday through Friday during the noon meal. The specific meal time for work details varies to ensure the dining hall can efficiently serve the population. No food item is allowed to depart the Food Service Department except the one piece of fresh fruit that is offered. All eating utensils, plates, and bowls are to remain in the Food Service Department.

WEEKDAYS

Breakfast	6:10 a.m. to 7:10 a.m.
Lunch	10:45 a.m. to 11:45 a.m.
Dinner	5:00 p.m. to 6:00 p.m.

COMMISSARY

Inmate funds are retained by the institution in a trust fund account, from which the inmate may withdraw for personal spending in the institution Commissary, family support, or other approved purposes. Accumulated funds are given to the inmate upon release, or may be mailed home.

The Commissary is an unauthorized area for all inmates except during regular sales hours or those on work assignments in the area.

Inmates are not permitted to leave the Commissary line once they have submitted their Commissary list. Those who do will forfeit their shopping privilege for that day.

Commissary slips will be filled out with the following information prior to entering the store: full name, register number, date, housing unit, items requested, and quantity.

No additions or substitutions will be permitted to an inmate's Commissary slip once he enters the store.

All inmates are advised to check the "out of stock" list posted in the window of the Commissary prior to entering the store.

Once the inmate signs a receipt and leaves the sales window, all sales are final.

The inmate assumes all responsibility for items purchased once the receipt is signed.

Inmate assigned shopping days are rotated on a quarterly basis. The current shopping schedule is posted in the unit and on the commissary items's sheet.

It is the inmate's responsibility to know the amount of money available in his Commissary account, before turning in a Commissary sales slip. Inmate account balance information can be obtained from TRULINCS and the inmate telephone system's automated teller service (118).

Borrowing commissary items from other inmates is not permitted and may result in disciplinary action.

Special purchase items such as tennis shoes, gym clothes, sweat suits, and radios require a Commissary Special Purchase Order form completed by the inmate, and routed through the Unit Counselor. There is a \$300 per quarter limit on special purchases.

COMMISSARY SCHEDULE: Monday through Thursday, 6:30 a.m. to 8:00 a.m. (Last call 7:30 a.m.), 9:00 a.m. to 10:00 a.m. (Last call 9:45 a.m.), and from approximately 10:45 a.m. to 12:30 p.m. (Last call 12:00 p.m.) This schedule is subject to change during Holiday weeks. Memorandums will be posted to inform inmates of all schedule changes.

Inmates are permitted to shop only one time per day, on their designated day. Further inmate shopping is limited to one day per week. Inmates trying to make Commissary purchases more than once in the same day will receive an incident report.

SPENDING LIMITATIONS: Inmates are permitted to spend up to a specific dollar amount each month for regular purchases and special purchase items. Stamps, over-the-counter medications and telephone credits do not come off this spending limit. Once a month, each inmate account is "validated", that is, the spending period begins with validation.

Inmates in "Refusal" status in the Inmate Financial Responsibility Program, will only be permitted to spend \$25.00 per month in the Commissary, excluding purchased stamps and telephone credits. Staff will not approve special purchase item requests for inmates in "Refusal" status.

COMMISSARY FUND WITHDRAWALS: A standard withdrawal of inmate personal funds form can be found on the inmates' TRULINCS account. The inmate simply fills out the form online, prints, then forwards it to unit management staff for routing. Unit Managers must approve withdrawals from the trust fund account to send funds to dependents and other family members, or payment of postage costs, and purchase of release clothing. There is a \$300 per quarter limit on special purchases. The Unit Manager can also approve withdrawals for the payment of fines, restitution for losses, legitimate debts and other obligations such as court fees, attorney fees, birth certificates, expenses and trips, bedside visits, funeral trips and the purchase of legal books. Only the Associate Warden can approve withdrawals exceeding \$250.00. Withdrawals for education and leisure time items are approved by the Supervisor of Education.

PERSONAL PROPERTY

It is the policy of the Bureau of Prisons that inmates may possess only such property as is authorized for retention upon admission to the institution, issued for use while in custody, purchased in the commissary or approved by staff to be mailed to or otherwise received by inmates.

You are accountable for the contents of your personal property to include your bed and your assigned sleeping area. It is recommended that you periodically review your own personal property to ensure that your property is clear of contraband. The amount of personal property allowed each inmate is limited and with the exception of shoes, must all fit in assigned locker. Under no circumstances will personal materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

It is your responsibility to keep your personal property and institution issued clothing in a neat and orderly manner at all times. All excess property will be considered contraband and will be confiscated. Any inmate being found to possess excessive property or contraband will receive an incident report.

HOUSING UNITS

The facility contains six housing units. The units have dormitory-style areas, cubicles and double room housing. New admissions usually live in the dormitory and cubicle areas before rooms become available. Assignment to a room is at the discretion of the Unit Manager.

UNIT TEAMS: The institution is organized into a Unit Management System. A unit is a self-contained inmate living area that includes both housing sections and office space for Unit Staff. The Unit Staff Offices are located in the units so staff and inmates can be accessible to each other. The unit staff includes the Unit Manager, Case Manager, Correctional

Counselor and Unit Secretary. A Staff Psychologist, Education Advisor, and Unit Officer also function as members of the Unit Team.

Inmates are assigned to a specific Unit Team. Generally the resolution of issues or matters of interest while at the institution are most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while in prison.

COMMUNICATIONS: There is a Unit Staff member available each day of the week and evenings until 9:00 P.M., Monday through Friday. The unit bulletin boards contain written communication of interest to inmates as well as the Unit Rules and Regulations.

INMATE PROGRAM REVIEWS: Program reviews will be held every 90 or 180 days. They are held by the Unit Team to review work assignments, transfer, custody, institutional adjustment, and program assignments, as well as to discuss any concerns the inmate may have.

TOWN HALL MEETINGS: Town Hall Meetings are held as needed in each unit. These meetings are held to make announcements and to discuss changes in the policy and procedures of the unit. Inmates are encouraged to ask pertinent questions of the staff and guest speakers who are present. These questions should pertain to the unit as a whole, rather than personal questions or problems.

DAILY INMATE LIFE

SANITATION: It is the inmate's responsibility to check his living area immediately after being assigned there, and to report all damage to the Correctional Officer or Counselor. An inmate may be held financially liable for any damages to his personal living area.

Each inmate is expected to be up and is responsible for making his bed in accordance with regulations before work call at 7:30 A.M.(including weekend and holidays when he leaves the area). Each inmate is also responsible for sweeping and mopping his personal living area to insure it is clean and sanitary. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. Toothpaste, toothbrushes, combs, razors, and soap are issued by the institution.

PERSONAL PROPERTY LIMITS: Items which may be retained by an inmate are limited for sanitation and security reasons, and to ensure that excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the living area. The following list is not all-inclusive, but it is a guide to the kind of items an inmate may be authorized:

Storage Space: Storage space in the housing units consists of an individual locker, desk or cabinet. Locks may be purchased in the institution commissary. The amount of personal property allowed each inmate is limited to those items which can be neatly and safely placed in the space designated. Under no circumstance will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

Clothing: Civilian clothing of any type is not authorized. All clothing except socks is usually stamped with a bin number and neatly sorted in the individual locker. A limited number of personal sweatshirts and sweat pants may be permitted. Individual washcloth and towels are issued to inmates.

Authorized footwear includes: one pair of steel-toed safety shoes, one pair of shower slippers, and two pair of sneakers.

All issued clothing, linen, towels, etc., are exchanged on a one-for-one basis at the Laundry. The schedules for exchange are posted on unit bulletin boards and in the Laundry

Special Purchase Items: Special Purchase items may be authorized only to the point where they can be contained in the storage area provided for personal property.

Legal Material: Inmates are allowed to maintain legal materials and supplies in their locker as long as it does not exceed policy limitations. Pending litigation that results in an amount of legal materials that do not fit in your personal locker can be stored in a legal locker approved by the Unit Manager.

Commissary Items: The total value of an inmate's accumulated Commissary items (excluding stamps, over-the counter medications, and telephone credits) will be limited to the monthly spending limitation.

Food Storage: Food items that are left open create health hazards. These items must be properly sealed at all times. Empty jars may not be used as drinking containers and are to be thrown away. Only the original containers may hold food items.

Letters, Books, Photographs, Newspapers, and Magazines: An inmate will be limited in the number of magazines that can be stored in the locker or shelf provided in each room. Only picture frames sold in the Commissary may be displayed. Nothing is to be tacked, stapled, or taped to any surface except bulletin boards.

Radio and Watches: An inmate may not own or possess more than one approved radio and watch at any one time. Proof of ownership, through appropriate property receipts, will be required. Radios and watches may not have a value exceeding \$100.00. Radios with a tape recorder and/or tape player are not authorized. Radios will be inscribed with the inmate's name and registration number.

Walkman-type radios are currently permitted. Inmates may not give any items of value to another inmate i.e., radio, watch, sneakers or Commissary items. Radios are not permitted on work details, education programs, or at main line.

Jewelry: A plain wedding band may be authorized at institutional weddings under the value of \$100.00. The bride may receive permission from the Chaplain before the scheduled wedding date to enter the institution with such an item. (Value will not exceed \$100.00 and may not have stones/gems)

UNIT RULES AND REGULATIONS: Unit Rules and Regulations are posted in the Units. It is the inmate's responsibility to periodically review as they are often updated.

CALL-OUTS: Call-outs are a scheduling system for institution appointments. It is the inmate's responsibility to check for appointments on a daily basis; all scheduled appointments are to be kept. Failure to do so may result in disciplinary action. If an inmate is in need of routine medical attention, he ordinarily will have to go to Health Services that morning between the hours of 6:45 A.M. and 7:00 A.M. to sign up for sick call. Illnesses of an emergency nature are exceptions and will be handled accordingly. There is no sick call on Thursday.

PROGRAMS AND SERVICES

JOB ASSIGNMENTS: All inmates are expected to maintain a regular job assignment. All job assignments are controlled through a Performance Pay System, which provides monetary payment for work. Trust Fund and UNICOR have a separate pay scale.

Unit Counselors approve job changes and the changes are posted on the Daily Change Sheet. Food Service, Unit Orderly, Education Tutor, Landscape and Maintenance Shop are a few of the work assignments available. There are two work assignments that are off institution grounds: National Forest Service and Town Driver. Both of these positions are public trust positions and must be approved by the Warden.

COMMUNITY SERVICE PROJECTS: Periodically, the institution will get requests from agencies in the community requesting inmates participation in community services projects. Your Unit Team will recommend inmates for the Warden's approval to participate in these projects. See your Unit Team to see if you are eligible.

WORK ASSIGNMENTS: Work assignments are required for all inmates. Routine work assignments operate under one of two pay systems:

1. PERFORMANCE PAY
2. UNICOR PAY

Performance Pay is an incentive pay system for workers in Food Service, Mechanical Services and other jobs.

UNICOR: The UNICOR Industrial Program at FCI Morgantown is designed primarily to provide employment and training for inmates. Employment in UNICOR provides an opportunity to acquire knowledge and skill in trades and occupations which may provide a means of earning a living upon release. The UNICOR operation at FCI Morgantown provides Call Center/Help Desk services in partnership with a private industry customer. There are a variety of jobs to be performed in the industrial operation. Each job has a wage grade established according to the following criteria:

1. Educational requirements
2. Skills
3. Physical requirements
4. Level of responsibility required

Unit Teams are responsible for encouraging inmates to participate in various Institutional Programs. This includes qualifications and desire to work for UNICOR. The Bureau of Prisons considers an industrial assignment as a correctional program.

Inmates interested should see their Unit Team for placement on one of the following UNICOR waiting lists:

1. New Hire: No prior UNICOR experience
2. Prior UNICOR: An inmate with prior UNICOR work experience during the inmates current commitment and with no break in custody
3. FRP: Substantial court ordered financial obligation

UNICOR offers awards, training, bonding, and scholarship programs:

1. UNICOR provides various types of incentive awards.
2. UNICOR provides appropriate training that is directly related to the inmate worker's job assignment and is the same training provided in private industry for our current customer.
3. UNICOR offers a unique opportunity, for employers who hire you, to receive bonding insurance at no cost to you or the prospective employers.
4. UNICOR awards post-secondary school scholarships to selected, qualified inmate workers.

ESCORTED TRIPS: Bedside visits and funeral trips may be authorized when an immediate family member is seriously ill, in critical condition, or has passed away. Depending on the inmate's custody classification, one or two Correctional Officers will escort the inmate. However, security and safety concerns outweigh all other factors and are utilized in approving or disproving escort trips. All expenses will be borne by the inmate, except the first eight hours of each day that the employee is on duty.

FURLOUGHS: A furlough is an authorized absence from an institution by an inmate who is not under escort of a staff member, a U.S. Marshal, other Federal, or state agent. Furloughs are a privilege, not a right. Ordinarily, inmates with a history of violence/weapons will not be granted social furloughs. Requests are submitted during regularly scheduled inmate program reviews.

The eligibility requirements for a furlough can be found in Program Statement 5280.08, Furloughs.

CENTRAL INMATE MONITORING SYSTEM: The Central Inmate Monitoring System (CIMS) is a method for the Federal Bureau of Prisons' to monitor and control the transfer, temporary release, and participation in community activities of inmates who pose special management considerations. Designation as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities.

MARRIAGES: If an inmate wishes to be married while incarcerated, the Warden may grant authorization under certain conditions. All expenses of the marriage will be borne by the inmate. Approval generally will not be granted for any relationship not established prior to incarceration.

If an inmate requests permission to marry, he must have a letter from the intended spouse which verifies her intention to marry; demonstrate legal eligibility to marry; and be mentally competent.

INMATE FINANCIAL RESPONSIBILITY PROGRAM: Working closely with the Administrative Office of the Courts and the Department of Justice, the Bureau administers a systematic payment program for court-imposed fines, fees, and costs. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include: Special assessments imposed under 18 USC 3013, Court Ordered Restitution, fines and court costs, judgment in favor of the U.S., other debts owed the Federal Government, and other court-ordered obligations (e.g., child support, alimony, other judgments). The status of any financial plan will be included in all progress reports, and will be considered by staff when determining Security/Custody level, job assignments, eligibility for community activities, priority programs and institutional program changes.

ACCESS TO LEGAL SERVICES

LEGAL MATERIAL: During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Legal material may be transferred, with prior staff approval, during attorney visits, but is subject to inspection for contraband. This material will be treated in a similar manner as the special mail procedures described above. Inmates are expected to handle the transfer of legal materials through the mail as often as possible.

NOTARY PUBLIC: A recent change in the law allows the statement, "A True and Correct Under Penalty of Perjury" on papers that an inmate signs will suffice in federal courts and other federal agencies, unless specifically directed to do otherwise. A Notary Public is not available at this institution. It is the responsibility of the inmate to coordinate a visit with a local Notary Public and incur all costs, if their services are necessary.

FREEDOM OF INFORMATION/PRIVACY ACT OF 1974: The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the prior written consent of the individual to whom the record pertained, except for specific instances. The "Non-Disclosable Documents" in the central file and medical file, or other documents concerning an inmate that are not in the central file or medical file, may be obtained by submitting a "Freedom of Information Act Request" to the Director of the Bureau of Prisons. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. The inmate must also provide his register number and date of birth for identification purpose. A request on behalf of an inmate by an attorney, for records concerning that inmate, will be treated as a "Privacy Act Request" if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions. All requests should be submitted to the following address:

Director
Federal Bureau of Prisons
FOIA/PA
320 First Street, N.W.
Washington, DC 20534

INMATE REQUESTS TO STAFF MEMBER: The Bureau form BP-ADMIN-70, Request to Staff Member (Cop Out), is used to make a written request to a staff member. Any type of request can be made with this form. A Request to Staff Member may be obtained in the living units. Staff members who receive a Request to Staff Member will ordinarily answer the request within five working days. The answer will be written on the bottom of the request form. The original will be filed in the Inmate's Central File and a copy returned to the inmate.

ADMINISTRATIVE REMEDY: The purpose of the Administrative Remedy Program is to allow an inmate to seek formal review of an issue relating to any aspect of his/her own confinement. The BP-9 must be submitted to the Warden's office within 20 calendar days of the date of the incident. An inmate may not submit a Request or Appeal on behalf of another inmate. Administrative Remedy forms are available through your respective Unit Counselor. The Mid-Atlantic Regional Office and Central Office addresses are listed below for continued Administrative Appeals.

Mid Atlantic Regional Office
302 Sentinel Drive, Suite 200
Annapolis Junction, MD 20701

Central Office
320 First St., NW
Washington, DC 20534

TORT CLAIMS: Under the Federal Tort Claims Act (FTCA), the government may be liable for the negligent or wrongful acts or omissions of its employees while acting within the scope of their employment. You may file a claim if you are the injured person or the owner of the damages or lost property. Form SF-95, Claim for Damage, Injury, or Death, must be filed within two years after your claim accrues to the Regional Office where the claim occurred. This form may be obtained by your Unit Team.

Inmate work-related claims are not compensable under FTCA's provisions. Such claims should be filed under the Inmate Accident Compensation Act, 28 CFR 301.301-301.317.

RELEASE PLANNING: An approved release plan consists of a tentative offer of employment and a place to reside. The job must pay at least minimum wage and normally may not require extensive travel. The place to reside must be a reputable establishment. The proposed release plan is thoroughly investigated by the U.S. Probation Officer and must be approved by that officer. In all units, pre-release programming will be emphasized, and staff will address concerns about readjustment, current community issues and educational/vocational opportunities. All inmates will be reviewed for a Residential Reentry Center (RRC) placement, formally known as Community Corrections Center (CCC).

The Unit Team submits the inmate's release plans to the U.S. Probation Officer approximately twelve months before the scheduled release date.

The Bureau's Community Corrections Branch, within the Correctional Programs Division, supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Community Corrections Manager (CCM) links the Bureau of Prisons with the U.S. Courts, other Federal agencies, state and local Government, and the community. Located strategically throughout the country, the CCM is responsible for developing and maintaining a variety of contract facilities and programs, working under the supervision of the appropriate Regional Administrator.

Major emphases of community programs are community-based residential programs provided by RRC and local detention facilities; programs that provide intensive nonresidential supervision to offenders in the community; and programs that board juvenile and adult offenders in contract correctional facilities. Community-Based Residential Programs: The community-based residential programs include community corrections centers and local detention facilities. Each provides a suitable residence, structured programs, job placement, and counseling while monitoring the offender's activities. They also provide drug testing and counseling, and alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement. The inmate's payment rate during RRC residence is 25 percent of the inmate's income.

Each RRC now provides two components within one facility, a pre-release component and a community corrections component. The pre-release component assists offenders making the transition from an institutional setting to the community, or as a resource while under supervision. The community corrections component is designed as a punitive sanction. Except for employment and other required activities, the offenders in this second, more restrictive component must remain at the RRC, where recreation, visiting, and other activities are provided in-house. The other option for community-based residential programming is local detention facilities. Some local jails and detention centers are used to confine offenders serving short sentences.

CORRECTIONAL SERVICES

WAKE-UP TIME: On Monday through Friday, the morning wake-up is at 6:15 A.M. The wake-up call is announced over the public address system. You are responsible for making your bed and cleaning your living area by 7:30 A.M. On weekends and holidays, you are to have your area clean and your bed made by 7:30 A.M., after which you may lie on top of your bed.

COUNT TIMES: The institution staff conducts at least five inmate population counts each day as follows:

WEEKDAYS

3:00 a.m., 5:00 a.m., 4:00 p.m.

10:00 p.m. and 12:00 midnight

4:00p.m. is a stand-up count

On weekends and holidays, an additional stand-up count is held at 10:00 A.M. During counts you must be in your assigned area and must remain quiet until the count is completed.

Counting procedures take priority over all other activities. It is important that you follow staff's instructions on count procedures so the count can be completed quickly and with the least amount of disruption.

COUNTS: It is necessary for the staff to count inmates on a regular basis. During a count, inmates are expected to stay quietly in their cells until the count is announced as clear.

The staff will initiate disciplinary action if an inmate is not in his assigned area during a count. Disciplinary action will also be initiated against inmates for leaving an assigned area before the count is cleared. The inmate must actually be seen at all counts, even if the inmate must be awakened.

ACCOUNTABILITY: You will be required to adhere to your program schedule and will not deviate from it unless placed on call-out or otherwise redirected by staff. When you are not scheduled for a particular activity, it is called leisure time. During leisure time, you are accountable to the Unit Officer where you live. You may sign out of the unit for recreation during leisure time when these activities are open. You are required to advise the Unit Officer and then "sign-out" of the unit, indicating your destination and "sign-in" upon your return. This procedure will be followed during work programming hours. Failure to sign in and out of the unit as required may result in disciplinary action. Inmates whose days off are during the week must sign out with the Unit Officer for any approved activity.

CONTRABAND: Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels, or purchased through the commissary. Any item in an inmate's personal possession must be authorized, and a record of the receipt of the item must be kept in the inmate's possession. Inmates may not purchase or take radios or any other items from another inmate; items received in this manner are considered contraband and will be confiscated. Any altered item, is considered contraband. Altering or damaging government property is a violation of institutional rules and the cost of the damage can be levied against the violator.

SHAKEDOWNS: Any staff member may search an inmate's room at any time. Inmates will not be remain in the area being searched. The property and living area will be left in the same general condition as found and these inspections will be unannounced and random.

DRUG SURVEILLANCE: FCI Morgantown operates a drug surveillance program that includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program, and the inmate does not do so, that inmate will receive an incident report.

ALCOHOL DETECTION: Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test will result in an incident report. Refusal to submit to the test will also result in an incident report.

BOUNDARIES AND RESTRICTED AREAS: Each area of the institution has clearly defined boundaries and restricted areas. Those boundaries and restricted areas are posted on unit bulletin boards. You are responsible for becoming familiar with these boundaries and adjusting your movement accordingly. The inner compound is defined as the quad formed by the Chapel, Food Service and the Education building. The inner compound will be open for socializing during the mealtimes and until the compound is closed.

INTER-UNIT VISITING: Inter-unit visiting is prohibited; that is, inmates may not leave their housing unit to visit a different housing unit. If an inmate has need to participate in a unit program other than his own unit, he must have prior approval by the staff member conducting that program(s).

WALKWAYS: When leaving or returning to the units, inmates are to use only the walkways which lead directly to and from the front of the Unit.

UNIT BOUNDARIES: The rear area of each housing unit is restricted to all inmates, unless authorized by a staff member to perform a work function.

CENTRAL OUTDOOR RECREATION: Central outdoor recreation encompasses the recreation facilities behind the Education Building and to the south of Randolph Unit. These areas are defined as horseshoe, bocce ball, multipurpose court, volleyball court, weight lifting and ball field areas. The use of these facilities are limited to periods when they are supervised.

PERIMETER ROAD: The perimeter road is out of bonds to inmates, except when under direct staff supervision. The Walking Track closes at dusk.

RESTRICTED AREAS: Those areas behind and between buildings which are not identified as unit boundaries are restricted areas and anywhere near the Special Housing Unit. Inmates found in these areas will receive an incident report.

EDUCATION PROGRAMS

The Education curriculum at FCI Morgantown is designed to provide a flexible education program based on the belief a coherent pattern of courses will help the inmate attain perspectives that will enhance effectiveness as a person and citizen. The FCI Morgantown Education Department supports these principles as well as those governing the occupation, civic, aesthetic and personal dimensions of the inmate's lifestyle. It is with these principles in mind that FCI Morgantown's staff is personally committed through education to assist each inmate in attaining his personal education and occupational goals. For further detailed information, please refer to the Education Handbook.

EDUCATIONAL/VOCATIONAL OPTIONS: A structured GED program is offered for any inmate that has not completed high school. The Education Department offers three viable vocational training programs: Computer Literacy, Graphic Arts, and Welding. Inmates who display a need for job training are eligible.

By obtaining a GED or holding a High School Diploma, a student may participate in a Vocational Training Program. An inmate may not request a transfer until completion of the program due to the cost of the training.

Apprenticeship Programs are offered through the US Department of Labor and is available to inmates who have three years or longer. Please refer to FCI Morgantown's Education Handbook for more detailed information regarding Education and Vocational Training.

TESTING: Each inmate will be required to take a standardized achievement test (TABE) if he does not have a High School Diploma. The test scores will be utilized for placement in the Literacy Program. The Pre-GED Test will be one of the determining factors for a student to be recommended for the Official GED Exam.

JOB SEARCH CLASS: The Job Search Class introduces inmates to various employment skills to enhance their success in obtaining and maintaining employment upon release. This program covers a variety of topics including: Career explorations, resume writing, portfolio development, job market search, networking, and interview techniques.

MOCK JOB FAIR: The Mock Job Fair is an event, held twice a year, in the spring and fall. Local employers and retirees come in to the institution and perform "mock" interviews with inmates. It is an all day event and inmates prepare for the event by attending a two week Job Search Class.

RECREATION LEISURE PROGRAMS

Leisure activities and recreation programs are also supervised by the Recreation Department. These programs help inmates develop an individual wellness concept as a participant. Programs include: indoor and outdoor activities, individualized arts and crafts programs; health promotion and disease prevention programs that contribute to mental health; good interpersonal relations; and stress reduction. In addition, inmates learn to use their free time constructively.

HOBBY CRAFT: Hobby craft programs are offered daily. They typically include activities such as: drawing, painting, leather and beading. Completed projects, authorized by the Recreation Department, must be mailed home. Inmates are limited to crochet, pencils, pens and a drawing pad in their unit. Hobby craft projects must remain in the hobby craft room and are not permitted in the housing units. Inmates are limited to three hobby craft projects at a time.

Recreation staff focus their programs on activities which strengthen self-confidence, team work, sportsmanship and self-discipline. The institution includes an auditorium, multi-purpose room, gymnasium and a wide range of both indoor and outdoor sports activities. While some recreational activities are organized, others are available on a leisure-time basis. Leisure time can be spent utilizing the library, playing table games and watching television in the living units.

PSYCHOLOGY SERVICES

The Psychology Services Department at the institution consists of Psychologists and Drug Treatment Specialists. During the Admission and Orientation Program, each inmate will have a chance to be interviewed individually by a member of the psychology staff. During this screening psychology staff can get to know each inmate and inmates may ask questions about services of the department. Psychology Services provide crisis intervention and brief counseling. Any inmate can request a consultation by submitting an Inmate Request to Staff Member, form. Counseling sessions are ordinarily confidential unless there is an indication of harm to others, harm to self or any security violation.

A full range of drug treatment services are also available. The Residential Drug Abuse Program (DAP) is a nine month 500 hour drug treatment program. The inmates in this program are housed separately for treatment purposes. The Non-Residential Drug Program is a six month program that meets 1-2 hours a week. The Drug Education Program provides basic information on drug addiction. Self-help groups to include Smoking Cessation are also offered and the schedule can be found in Psychology Services. Final drug treatment decisions are made by a DAP Coordinator.

Any inmate experiencing adjustment problems, emotional difficulty or personal/family concerns, should consider seeking assistance from Psychology Services before the problem causes significant stress.

SEXUAL ASSAULT AND/OR INAPPROPRIATE SEXUAL BEHAVIOR

You have a right to feel safe in a prison setting. Comments regarding sexual preference or sexual acts, observing others for the purposes of sexual gratification, sexual comments that make you feel uncomfortable, and sexual proposals are inappropriate in a prison setting. They are inappropriate from either staff members, inmates, or visitors. If behaviors such as this are allowed to continue, it increases the chances of sexual assaults occurring. Your rights to be free from sexually aggressive behavior is delineated in the **Prison Rape Elimination Act of 2003 (PREA)**. The PREA bill was signed into law by President George W. Bush on September 4, 2003.

It is important that you report such behaviors to staff members, and failure to do so can increase your chances of being a victim of sexual comments or sexual assaults. In most cases individuals who have been sexually assaulted, both inside and outside a prison setting, have been the targets/victims of sexually inappropriate behaviors prior to actual sexual assaults occurring.

If you do not feel comfortable reporting behaviors that you believe are sexually inappropriate to a staff member, due to believing that your physical safety may be in jeopardy, you can file a Sensitive BP-10 directly to the appropriate Regional Director. To obtain materials relating to a Sensitive BP-10, see your Unit Counselor.

It is also important to remember that any sexual act between individuals in a prison setting is always inappropriate, and always jeopardizes the safety of the parties involved and others within a prison setting, even if the parties consent. Finally, individuals who have been perpetrators or victims of sexual assault, or believe that they need help from engaging in sexually inappropriate/abusive behaviors, can receive assistance through the Psychology Services Department.

RELIGIOUS PROGRAMS

A wide range of religious programs are available to inmates. FCI Morgantown provides inmates of all Faith Groups with reasonable and equitable opportunities to pursue Religious Beliefs and practices. All issues of religious concern are to be coordinated through Religious Services. Such issues may range from religious diets, holiday observances, spiritual guidance, and community activities.

Participation in religious programs is voluntary. Programs and activities are held weekly in the Chapel. A schedule of the weekly services is posted in the housing units.

FIRE DRILLS

Fire drills are conducted quarterly for all housing units. Drills are to be prompt and orderly. A fire drill is signaled by activation of the smoke alarm system. When the fire alarm is signaled, you are to immediately exit the building following the posted fire evacuation plan. Staff will direct you to an area of assembly for accountability purposes. You will remain in these assembled areas until an all clear signal is given.

FIRE PREVENTION AND CONTROL: Fire prevention and safety are everyone's responsibility. Inmates are required to report fires to the nearest staff member, so property and lives can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles or other hazards, cannot and will not be tolerated. Regular fire inspections are made in each institution by qualified professionals.

ON THE JOB INJURIES: If an inmate is injured while performing an assigned duty, he must immediately report the injury to his work supervisor who will then report the injury to the institution's Safety Manager. The inmate may be disqualified from eligibility for lost-time wages or compensation if he fails to report a work injury promptly to the supervisor. If injured while performing an assigned duty and the inmate expects to be impaired to some degree, he may submit a claim for compensation. A medical evaluation must be included in the claim before any compensation can be considered.

STAFF ROLES

The following outlines the basic role of the staff that has major responsibility in handling matters which may directly affect you.

WARDEN: The Warden is the Chief Executive Officer of the institution and retains final authority and responsibility for all matters occurring within the institution.

ASSOCIATE WARDEN: The Associate Warden (AW) has administrative responsibility for the following departments: Unit Management, Correctional Systems Department, Correctional Services, Psychology, Food Service, Facilities, Trust Fund, Health Services, Religious Services and Education/ Recreation.

SUPERINTENDENT OF INDUSTRIES (UNICOR) The Superintendent of Industries is responsible for the management of the industrial operation at FCI Morgantown. The Superintendent works closely with other institution officials to provide employment and in-service training for inmates.

CHIEF CORRECTIONAL SUPERVISOR The Captain's primary responsibility is the security of the institution. The Captain serves as an advisor, consultant, and monitor for all institution programs, operations, and facilities, in matters pertaining to security. All Lieutenants and Correctional Officers are supervised by the Captain.

CORRECTIONAL SUPERVISOR At least one lieutenant is on duty at all times. Their major responsibility is to supervise operational procedures pertaining to movement and accountability of inmates and the security of the institution to ensure the secure and orderly running of the institution during their tour of duty. The lieutenant on duty is the supervisor of the correctional officers on duty during his or her shift. Lieutenants are the investigating officials in disciplinary matters.

CORRECTIONAL OFFICERS Correctional Officers fill a variety of posts in the institution. You will come into contact with them as unit officers, compound officers, visiting room officers, etc.

CASE MANAGEMENT COORDINATOR Supervises the Correctional Systems Department and is the subject matter expert for case management.

UNIT TEAM Each housing unit has its own Unit Team. The team will meet with you in establishing your individual program assignments. The team makes decisions concerning education, custody, work assignments, community programs and any special request you may make. The Unit Team is comprised of the Unit Manager, Case Manager, Unit Secretary, Correctional Counselor, Correctional Officer, Education Representative and Psychology representatives.

UNIT MANAGER The Unit Manager is the administrator and supervisor of the unit. He/she has the responsibility for all matters handled by the Unit Team and the sanitation and operational procedures pertaining to the housing units. The Unit Manager chairs inmate Program Reviews.

CASE MANAGER The Case Manager's major responsibility is to manage the technical aspects of each individual case. He/She will discuss your background, your program needs and your release plans. Periodically, he/she prepares progress reports on your adjustment. In addition, he/she will coordinate your release planning.

CORRECTIONAL COUNSELOR The Correctional Counselor's conducts counseling (group and/or individual) of assigned inmates. He/She regularly contacts teachers, work supervisors, etc., regarding your progress, and maintains up-to-date information on your progress toward your program goals and objectives. He/She assists inmates with visiting lists, personal property, and the Inmate Financial Responsibility Program (IFRP).

EDUCATION REPRESENTATIVE The Education Representative is the Unit Team's consultant in all educational matters and is a member of the unit team. This person sees that all of the inmates are properly tested, informed of available educational opportunities and is properly assigned to classes. The education staff provides various academic, occupational, recreational, and vocational programs for the inmate population.

UNIT SECRETARY The Unit Secretary types reports and others communications prepared by the unit staff, handles the distribution of these reports to appropriate channels, and performs related clerical tasks.

UNIT CORRECTIONAL OFFICERS The major responsibilities of the Unit Correctional Officer are inmate supervision, sanitation, and the security of the unit. He/She also furnishes the unit team with observations concerning your behavior in the unit.

PSYCHOLOGY STAFF Psychologists are generally responsible for personal evaluations, counseling programs and the general mental health needs of all inmates. The Residential Drug Abuse Program is also coordinated by the Psychology Department.

WORK SUPERVISORS Your work supervisor may be from any one of a variety of areas such as Food Service, Laundry, Mechanical Services, Corrections, etc. Your work supervisor will give you specific work instructions and monitor your performance. Periodically, he/she reports to your unit team regarding your work performance and general adjustment. The work supervisor maintains your work/pay record.

CORRECTIONAL SYSTEMS DEPARTMENT STAFF The Correctional systems Department (formally known as the Inmate Systems Management department) is responsible for the Receiving and Discharge of inmates (R&D), Mail room and Records Office. The R&D function is to admit and release all inmates and to ensure their property is in order. The Records Office staff is responsible for maintaining the Judgement and Commitment file.

SAFETY MANAGER The Safety Manager is responsible for monitoring institutional compliance with safety, fire and environmental health standards. The total safety program is concerned with the following areas of responsibility: Fire Control/Prevention, Occupational Safety, Environmental Health, Pest Control, Housekeeping, Staff/Inmate Compensation, Government Vehicle Operators, and a thorough inspection program.

CHAPLAIN The Chaplains are available to provide pastoral counseling and religious educational concerns to each inmate. All religious meetings, ceremonies, etc. are coordinated by the Chaplains with the approval of the Associate Warden.

VOLUNTEERS Volunteers are used to supplement regular staff members. There are numerous programs in the institution utilizing community volunteers. Volunteers may assist in education, religion, Narcotics/Alcoholics Anonymous, and Gamblers Anonymous.

INMATE RIGHTS and RESPONSIBILITIES

1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.

You have the responsibility to treat others, both employees and inmates, in the same manner.

2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution. You have the responsibility to know and abide by the rules and regulations.

3. You have the right to freedom of religious affiliation, and voluntary religious worship.

You have the responsibility to recognize and respect the rights of others in this regard.

4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.

It is your responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.

5. You have the right to visit and correspond with family members and friends, and correspond with members of the news media in keeping with the Bureau rules and institution guidelines.

It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law, Bureau rules, institution guidelines through your correspondence

6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).

You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.

7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.

It is your responsibility to use the services for an attorney honestly and fairly.

8. You have the right to participate in the use of the law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.

It is your responsibility to use these resources in keeping with the procedures and schedule prescribed, and to respect the rights of other inmates.

9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.

It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material

10. You have the right to participate in education, vocational training and employment, as resources are available, and in keeping with your interests, needs, and abilities.

You have the responsibility to take advantage of activities which may help you live as successful and law-abiding life within the institution and community. You will be expected to abide by the regulations governing the use of such activities.

11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.

You have the responsibility to meet your financial and legal obligation including but not limited to court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

DISCIPLINARY PROCEDURES

DISCIPLINE: It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates.

Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committees (UDC), and for more serious

violation, the Disciplinary Hearing Officer. Inmates are advised upon arrival at the institution of the rules and regulations, and are provided with copies of the Bureau's Prohibited Acts, as well as local regulations.

INMATE DISCIPLINE INFORMATION: If a staff member observes or believes he or she has evidence that an inmate has committed a prohibited act, the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against the inmate. The incident report shall ordinarily be delivered to the inmate within twenty-four (24) hours of the time staff become aware of the inmate's involvement in the incident. An informal resolution of the incident may be attempted by Correctional Services.

If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the greatest severity category which must be forwarded to the Disciplinary Hearing Officer for final disposition. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an Initial Hearing.

Initial Hearing: Inmates must ordinarily be given an initial hearing within three (3) work days of the time staff become aware of the inmate's involvement in the incident (excluding day staff became aware of the incident, weekends, and holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence in his behalf. The UDC must give its decision in writing to the inmate by the close of business the next work day. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five (5) days. The inmate must be provided with written reasons for any extension. The UDC will either make final disposition of the incident, or refer it to the Disciplinary Hearing Officer (DHO) for final disposition.

Disciplinary Hearing Officer (DHO): The Disciplinary Hearing Officer (DHO) conducts disciplinary hearings for serious rule violations. The DHO may not act on a case that has not been referred by the UDC. Video conferencing is utilized as a means to conduct DHO hearings.

An inmate will be provided with advance written notice of the charges no less than 24 hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his choice.

The inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. Final disposition is made by the DHO.

Appeals of Disciplinary Actions: Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. Appeals are made to the Warden (BP-9), Regional Director (BP-10), and the General Counsel (BP-11).

It is recommended that you carefully review the material contained in this section as it provides a summary of the disciplinary system, the time limits in disciplinary process, inmate rights and responsibilities, the prohibited acts and disciplinary severity scale and sanctions.

**[TABLE 3 - PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE
GREATEST CATEGORY]**

The UDC shall refer all Greatest Severity Prohibited Acts to the DHO with recommendations as to an appropriate disposition.

CODE	PROHIBITED ACTS	SANCTIONS
100	Killing	A. Recommend parole date rescission or retardation.
101	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution <u>with</u> violence	B.1 Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)	C. Disciplinary Transfer (recommend). D. Disciplinary segregation (up to 60 days). E. Make monetary restitution. F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed). G. Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed).]

[TABLE 3 (Cont'd)]
GREATEST CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	Sanctions A-G]
105	Rioting	
106	Encouraging others to riot	
107	Taking hostage(s)	
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade)	
109	(Not to be used)	
110	Refusing to provide a urine sample or to take part in other drug-abuse testing	
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
197	Use of the telephone to further criminal activity.	

[TABLE 3 (Cont'd)]
GREATEST CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
198	Interfering with a staff member in the performance of duties. (<u>Conduct must be of the Greatest Severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable.	Sanctions A-G]
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the Greatest Severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable.	

Inmates found in possession of an electronic communication device or related equipment (ex: cellular phone, ipod, mp3 player, ear buds for this type devices, etc.) may be charged with a violation of Code 108, Possession, manufacture, or Introduction of a Hazardous Tool or Code 199 most like code 108, and will be subject to available sanctions if found to have committed the prohibited act.

[TABLE 3 (Cont'd)]
HIGH CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions-- <u>without</u> violence.	A. Recommend parole date rescission or retardation.
201	Fighting with another person	B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
202	(Note to be used)	
203	Threatening another with bodily harm or any other offense	
204	Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing	B.1 Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
205	Engaging in sexual acts	C. Disciplinary Transfer (recommend).
206	Making sexual proposals or threats to another	D. Disciplinary segregation (up to 30 days).
207	Wearing a disguise or a mask	E. Make monetary restitution.
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure	F. Withhold statutory good time]
209	Adulteration of any food or drink	
210	(Not to be used)	
211	Possessing any officer's or staff clothing	

[TABLE 3 (Cont'd)]
HIGH CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS	
212	Engaging in, or encouraging a group demonstration	G.	Loss of privileges: commissary, movies, recreation, etc.
213	Encouraging others to refuse to work, or to participate in a work stoppage	H.	Change housing (quarters)
214	(Not to be used)	I.	Remove from program and/or group activity
215	Introduction of alcohol into BOP facility	J.	Loss of job
216	Giving or offering an official or staff member a bribe, or anything of value	K.	Impound inmate's personal property
		L.	Confiscate contraband
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes	M.	Restrict to quarters]
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value		
219	Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)		

[TABLE 3 (Cont'd)]
HIGH CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff)	Sanctions A-M]
221	Being in an unauthorized area with a person of the opposite sex without staff permission	
222	Making, possessing, or using intoxicants	
223	Refusing to breathe into a breathalyzer or take part in other testing for use of alcohol	
224	Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)	
297	Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code).	
298	Interfering with a staff member in the performance of duties. (Conduct must be of the High Severity nature.) This charge is to be used only when another charge of the high severity is not applicable.	
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the High Severity nature.) This charge is to be used only when another charge of high severity is not applicable.	

[TABLE 3 (Cont'd)
MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
300	Indecent Exposure	A. Recommend parole date rescission or retardation.
301	(Not to be used)	
302	Misuse of authorized medication	B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized	
304	Loaning of property or anything of value for profit or increased return	B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels	C. Disciplinary Transfer (recommend).
306	Refusing to work, or to accept a program assignment	D. Disciplinary segregation (up to 15 days).
307	Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)	E. Make monetary restitution. F. Withhold statutory good time.]
308	Violating a condition of a furlough	
309	Violating a condition of a community program	
310	Unexcused absence from work or any assignment	
311	Failing to perform work as instructed by the supervisor	
312	Insolence towards a staff member	

[TABLE 3 (Cont'd)]
MODERATE CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
313	Lying or providing a false statement to a staff member.	G. Loss of privileges: commissary, movies, recreation, etc.
314	Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)	H. Change housing (quarters). I. Remove from program and/or group activity. J. Loss of job. K. Impound inmate's personal property.
315	Participating in an unauthorized meeting or gathering	L. Confiscate contraband. M. Restrict to quarters.
316	Being in an unauthorized area	N. Extra duty.]
317	Failure to follow safety or sanitation regulations	
318	Using any equipment or machinery which is not specifically authorized	
319	Using any equipment or machinery contrary to instructions or posted safety standards	
320	Failing to stand count	
321	Interfering with the taking of count	
322	(Not to be used)	
323	(Not to be used)	
324	Gambling	
325	Preparing or conducting a gambling pool	
326	Possession of gambling paraphernalia	
327	Unauthorized contacts with the public	
328	Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization	

[TABLE 3 (Cont'd)]
MODERATE CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
329	Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less	Sanctions A-N]
330	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards	
331	Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics)	
332	Smoking where prohibited	
397	Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).	
398	Interfering with a staff member in the performance of duties. <u>(Conduct must be of the Moderate Severity nature.)</u> This charge is to be used only when another charge of moderate severity is not applicable.	
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Moderate Severity nature)</u> . This charge is to be used only when another charge of moderate severity is not applicable.	

[TABLE 3 (Cont'd)]
LOW MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
400	Possession of property belonging to another person	B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).] (See Chapter 4 Page 16 for VCCLEA violent and PLRA inmates.)
401	Possessing unauthorized amount of otherwise authorized clothing	
402	Malingering, feigning illness	
403	Not to be used	
404	Using abusive or obscene language	
405	Tattooing or self-mutilation	
406	Not to be Used	[E. Make monetary restitution. F. Withhold statutory good time. G. Loss of privileges: commissary, movies, recreation, etc. H. Change housing (quarters). I. Remove from program and/or group activity.]
407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)	
408	Conducting a business	
409	Unauthorized physical contact (e.g., kissing, embracing)	
410	Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)	

[TABLE 3 (Cont'd)]
LOW MODERATE CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
		J. Loss of job.
497	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list).	K. Impound inmate's personal property.
	*	L. Confiscate contraband.
		M. Restrict to quarters.
		N. Extra duty.
498	Interfering with a staff member in the performance of duties. <u>Conduct must be of the Low Moderate Severity nature.</u>) This charge is to be used only when another charge of low moderate severity is not applicable.	O. Reprimand.
		P. Warning.
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Low Moderate severity nature.)</u> This charge is to be used only when another charge of low moderate severity is not applicable.	

NOTE: Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offenses itself.]

When the prohibited act is interfering with a staff member in the performance of duties (Code 198, 298, 398, or 498), or Conduct Which Disrupts (Code 199, 299, 399, or 499), the DHO or UDC, in its findings, should indicate a specific finding of the severity level of the conduct, and a comparison to an offense (or offenses) in that severity level which the DHO or UDC finds is most comparable.

Example: "We find the act of _____ to be of High severity, most comparable to prohibited act Engaging in a Group Demonstration."

Sanction B.1 may be imposed on the Low Moderate category **only** where the inmate has committed the same low moderate prohibited act more than one time within a six-month period except for a VCCLEA inmate rated as violent or a PLRA inmate (See Chapter 4, Page 16).